

# Civil Service Commission

1055 MONTEREY STREET, SUITE D250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, March 23, 2011 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



## AGENDA

MEMBERS OF THE COMMISSION  
Jeannie Nix, President  
Bill Tappan, Vice President  
Robert Bergman  
Jay Salter  
Arthur Chapman

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**  
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**  
The following minutes are submitted for approval:
  - a. February 23, 2011 – Regular
4. **Reports**
  - a. Commission President
  - b. Commission Subcommittees
  - c. Commission Counsel
  - d. Commission Secretary
    - (1) Commission Calendar
      - Request Hearing Dates for three upcoming appeals
    - (2) Employee University Presentation
    - (3) Update on County Budget/ Potential Layoffs
5. **Job Class Specifications – New**
  - a. Sheriff's Forensic Laboratory Specialist
6. **Closed Session (per Government Code Section 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.
7. **Adjournment**

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## MINUTES

**Present:** President Jeannie Nix, Commissioner Art Chapman, Commissioner Robert Bergman, Commissioner Bill Tappan, Commissioner Jay Salter

**Staff:** Commission Secretary Tami Douglas-Schatz, Commission Clerk Robin Mason

**Counsel:** Deputy County Counsel Shannon Matuszewicz, Commission Counsel/ Rules Negotiator Stephen Shane Stark

### 1. Call to Order

President Nix called the meeting to order at 9:00 A.M. and led the flag salute.

### 2. Election of Officers

President Nix noted this item was addressed at the January 26, 2011 Regular Meeting; Commissioner Salter took the opportunity to affirm his support of the newly elected President Nix and Vice President Tappan since he was absent for the election.

### 3. Public Comment Period

Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.

Being none, President Nix closed the public comment period. At 9:13 A.M., and after the Commission Secretary Report period, President Nix reopened the public comment period in order to accommodate Kimm Daniels from SLOCEA who was not present during the initial public comment period. Ms. Daniels addressed the Commissioners regarding layoffs and acknowledged that thirty positions are at risk based on Dan Buckshi's February 22, 2011 presentation. Ms. Daniels expressed her hope that the County will continue to collaborate with the labor groups and stated SLOCEA will do all they can to minimize or avoid layoffs.

President Nix requested clarification on the approximately 30 positions to be cut and asked whether they are full-time or a combination of full-time and part-time positions. Ms. Douglas-Schatz stated that the specific positions to be cut were still in the budget review process and had not been distributed to her yet.

### 4. Minutes

#### January 26, 2011 Regular Meeting

A motion was made by Commissioner Chapman and seconded by Commissioner Tappan to approve the January 26, 2011 minutes as presented; motion carried 4-0-1 [Commissioner Salter abstained from voting since he was absent for the January 26, 2011 Regular Meeting].

# Civil Service Commission

## 5. Reports

### a. Commission President

No report.

### b. Commission Subcommittees

No report.

### c. Commission Counsel

No report.

### d. Commission Secretary

Tami Douglas-Schatz, Commission Secretary indicated her intent to use a summary format for Civil Service Commission Meeting Minutes instead of the verbatim format that is currently being utilized. The Commissioners expressed no objection as long as they could reserve the option to request verbatim minutes, as needed. Mr. Stark stated that verbatim minutes should be taken for meetings with the various labor organizations regarding rule updates since the Commissioners are not present for those meetings. Commission Counsel, Shannon Matuszewicz clarified that Rule 3.11 of the Civil Service Commission Rules only required official actions be recorded in the minutes, and that verbatim minutes are not required by law, but can be requested during a meeting, if the Commission prefers.

Ms. Douglas-Schatz reported that the Board of Supervisors appointed Marty Settevendemie as Agricultural Commissioner/ Sealer of Weights and Measures and indicated he is a highly regarded County employee.

Ms. Douglas-Schatz discussed budget information as reported by Dan Buckshi from the Administrative Office during the Strategic Planning meeting on February 22, 2011. Ms. Douglas-Schatz reported that the preliminary numbers show that approximately 30 of the 60 proposed positions to be cut are currently filled. President Nix clarified these changes will be effective as of July 1, 2011; Commissioners discussed details of the layoff process with Ms. Douglas-Schatz.

## 6. **Closed Session (per Gov. Code, 54957.6):** Conference with Commission rules negotiator regarding 2010-2011 Civil Service Commission rules update.

The Commission adjourned into closed session at 9:17 A.M. to discuss the rule update with their negotiator. Upon reconvening into open session, President Nix reported that direction was given to counsel; no action was taken.

## 7. **Adjournment**

The meeting was adjourned at 11.01 A.M.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*



## Human Resources Department SAN LUIS OBISPO COUNTY

**Tami Douglas-Schatz,**  
**Director**

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959

• Fax 805.781.1044  
• Email [personnel@co.slo.ca.us](mailto:personnel@co.slo.ca.us)

To: Civil Service Commissioners

From: Maricela Havard, Human Resources

Date: March 23, 2011

Subject: New Classification of Sheriff's Forensic Laboratory Specialist

### Recommendation

It is recommended that the Commission approve the new classification of Sheriff's Forensic Laboratory Specialist as presented.

### Discussion

In July 2006, the Sheriff's Office began implementing a Crime Laboratory to include forensic chemistry and toxicology testing. About this same time, the Clinical Laboratory Manager position with the Public Health Department was subject to layoff due to the closure of the Laboratory. In order to continue employment with the County, the incumbent elected to voluntarily reduce to the Supervising Clinical Laboratory Technologist (SCLT) position at the Sheriff's Department. The duties described by that classification were the best match for the vacancy at the Sheriff's Office among at that time.

During the 2010 open-window period, the incumbent submitted a classification study request, which was completed in December 2010. The findings of that study determined that the incumbent was working outside the scope of the SCLT classification and would be more appropriately classified to a new classification that included the duties commensurate of a forensic laboratory technologist. As a result, Human Resources developed a new classification that accurately reflects the duties performed by and the minimum qualifications required of an incumbent in that position. As part of the FY 2011/2012 proposed budget, the Sheriff's Office has requested approval of one new job classification, Sheriff's Forensic Laboratory Specialist (SFLS).

The incumbent is currently classified as a Supervising Clinical Laboratory.  
This position is assigned to the Crime Laboratory section of the Field Operations –

SA-1

Detectives division and reports to a Sheriff's Commander. The incumbent currently supervises and trains one temporary help position and two part-time Student Interns.

The existing SCLT job specification includes the key duties of performing examinations and tests "to provide data used in the diagnosis and treatment of disease..." The additional duties, knowledge, and skills included support this main duty. None of the work currently performed by the incumbent is completed with the goal of diagnosing or treating diseases or their causes. All of the tasks performed in this position are related to the testing of pills, powders, crystals, leafs, and liquids to identify controlled substances or to extract urine samples to test for the presence of drugs or their metabolites.

The employee organization for the existing SCLT job classification, SLOCEA, has been advised of the new job classification.

Attachments:

- 1 – new SFLS specification
- 2 – department organization chart

## **PROPOSED *New* SPECIFICATION**

**2011**

### **HUMAN RESOURCES DEPARTMENT**

***San Luis Obispo County***

### **SHERIFF'S FORENSIC LABORATORY SPECIALIST**

#### **DEFINITION:**

Under direction, oversees the operations of the Sheriff's forensic laboratory and performs forensic toxicology and chemical analyses of controlled substances; documents testing methods and prepares written reports; presents findings in court; and performs other related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

This position is distinguished from the Sheriff's Forensic Specialist position in that the latter collects and preserves crime scene evidence whereas this position conducts chemical analysis of fluids and controlled substances and reports on the findings.

#### **REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Performs chemical analysis of physical evidence in the area of controlled substances and forensic toxicology;
- Develops applications involving comparing, analyzing, and/or identifying controlled substances and toxicology;
- Prepares chemical reagents for use in scientific analysis; disposes samples in accordance with legal requirements.
- Operates, calibrates, troubleshoots, and performs repairs on laboratory instruments, including, but not limited to, chromatographs and spectrometers;
- Maintains current inventory of laboratory equipment and supplies; provides input regarding anticipated expenditures on supplies and equipment needed by the lab;
- Studies new techniques in forensics; conducts research into the development of new techniques, methods, and equipment for solution of complex problems;
- Maintains files and receipts to prevent chain of custody contamination and preserve the integrity of examinations performed;
- May develop, prepare, analyze and review program budgets, grant proposals, quarterly and annual reports as required;

- May supervise, train, and evaluate the performance of assigned staff; interview and select employees and recommend appointments, transfers, reassignments and promotions; assign employee duties and review work to ensure accuracy, completeness and compliance with established standards, requirements and procedures; develop, implement and conduct training programs as required; take immediate action to resolve and correct discipline problems and recommend suspension, demotion and termination when deemed appropriate.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Common types of controlled substances;
- Principles of organic and inorganic chemistry and biochemistry;
- Operation, care, and use of laboratory instruments and equipment;
- Laboratory testing procedures and methods;
- Research, analysis, and statistical evaluation techniques;
- Principles and practices of administration, supervision and training;
- Current computer applications and office equipment.

### **Ability to:**

- Supervise, train and evaluate the performance of assigned staff;
- Testify clearly and effectively in court;
- Prepare clear, complete, and concise reports and maintain accurate records;
- Develop, encourage and maintain positive working relationships;
- Communicate and work effectively with others;
- Apply policies, rules, and regulations governing a forensic laboratory;
- Develop and apply operation methods and procedures of forensic laboratory equipment;
- Operate a computer and assigned office equipment;
- Maintain a safe and productive work environment.

## **EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor's degree in chemistry, physical science or a related field. (Job-related experience may substitute for the required education on a year-for-year basis.)

In addition, two years of full-time experience in a clinical, chemical, or forensic laboratory is required. A Master's degree in a closely related field may substitute for one year of the required experience.

## **LICENSES/CERTIFICATES:**

A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained

throughout employment.

**OTHER CONDITIONS OF EMPLOYMENT:**

Incumbents may be required to work varying and/or rotating shifts, weekends, and holidays.

**Character:**

Good moral character as determined by a thorough background investigation including a fingerprint and records check. No conviction by any State, the Federal Government or a foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or State prison.

**Citizenship:**

All applicants must be a United States citizen or permanent residence alien who are eligible for and have applied for citizenship at least one year before application for employment. Written proof of the foregoing is required.

**Physical/Psychological Exams:**

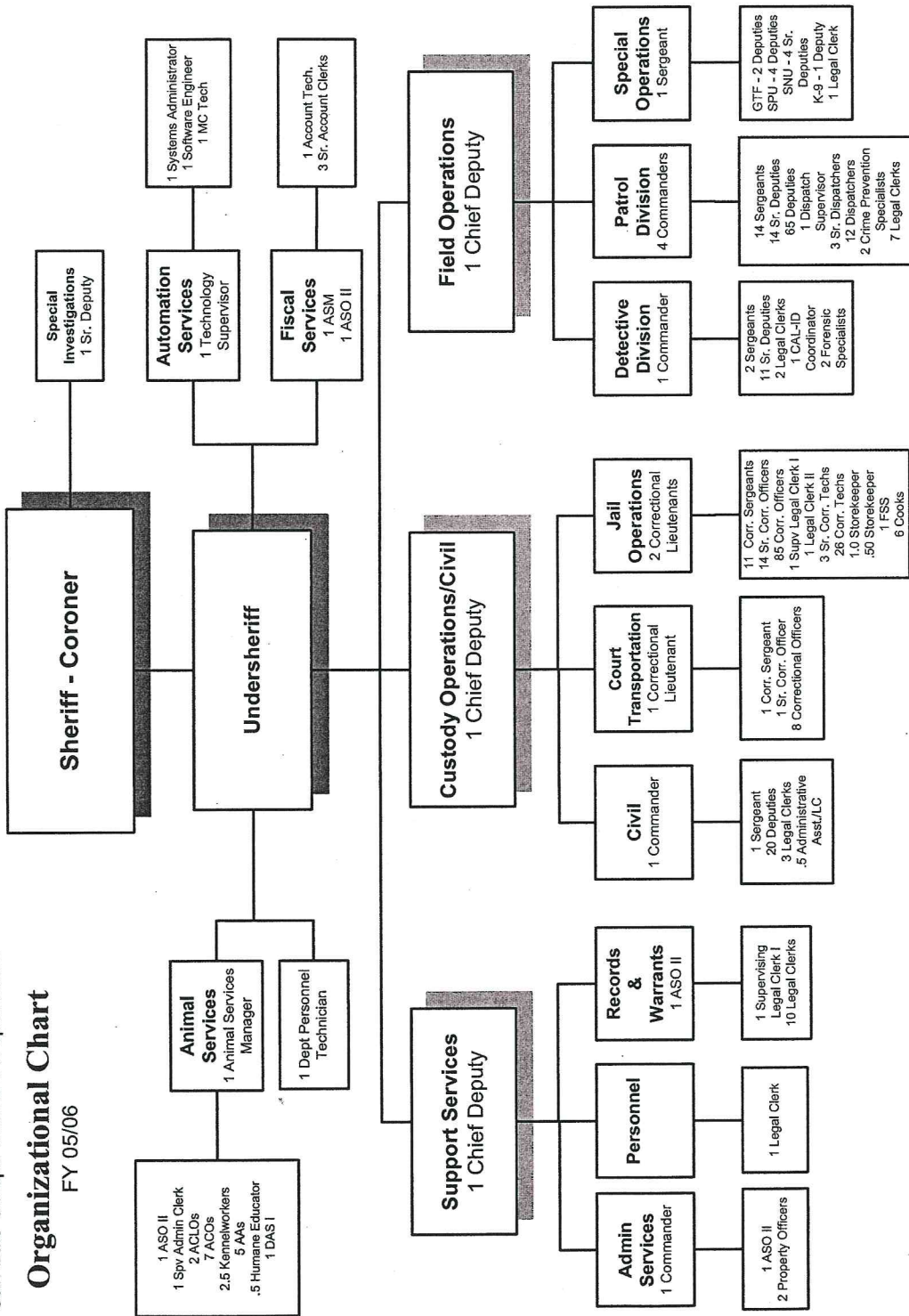
Candidate's physical, emotional and mental health will be evaluated and must be free from any condition which might adversely affect the performance of the duties of this position.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it is a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at (805) 781-5959.

Adopted: 3-23-2011  
BOS Approved:

# Organizational Chart

FY 05/06



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